

25X1A
REGISTRATION

SECRET

25X1A

ORGANIZATION
5 April 1954

MEDICAL OFFICE

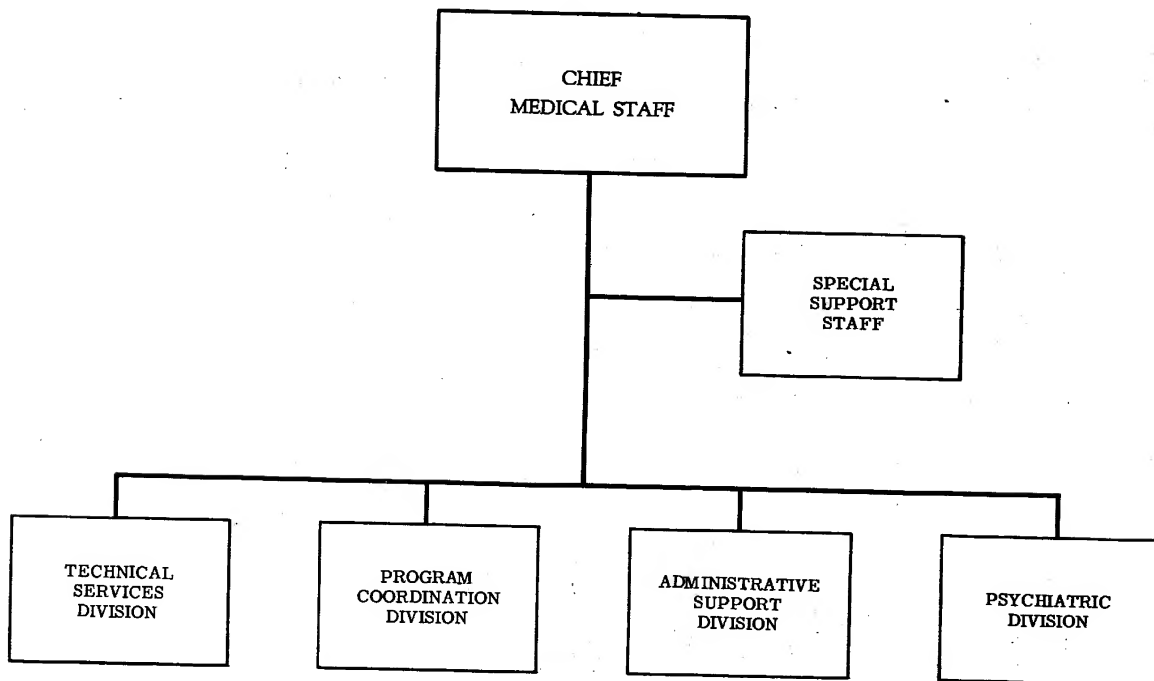


Figure 5

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25X1A
REGULATIONORGANIZATION
5 April 1954**MEDICAL OFFICE****18. MISSION**

The Chief, Medical Staff, is responsible for planning and directing the Agency medical support program.

19. FUNCTIONS

The Chief, Medical Staff shall:

- a. Advise the Director and staff on matters pertaining to medical services.
- b. Recommend the establishment of Agency medical policies and establish procedures for their implementation.
- c. Provide technical medical service in accordance with existing legislation in regard to the following:
 - (1) Competent professional care of illness and injury.
 - (2) A system of medical evacuation and hospitalization.
 - (3) The application of the principles of preventive medicine.
 - (4) A medical consultant program.
- d. Establish and maintain Agency medical standards for employment.
- e. Establish and maintain an Agency psychiatric program.
- f. Provide staff supervision in regard to the procurement, assignment, and utilization of medical personnel in all Agency components.
- g. Provide technical control of medical supply in terms of identity and quantity, and technically supervise its storage and issue.
- h. Provide, in cooperation with the Director of Training, medical training to Agency activities as required.
- i. Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission of the Medical Office.
- j. Conduct research as required.
- k. Perform such other functions as may be directed.

20. ORGANIZATION

See organization chart, Figure 5.

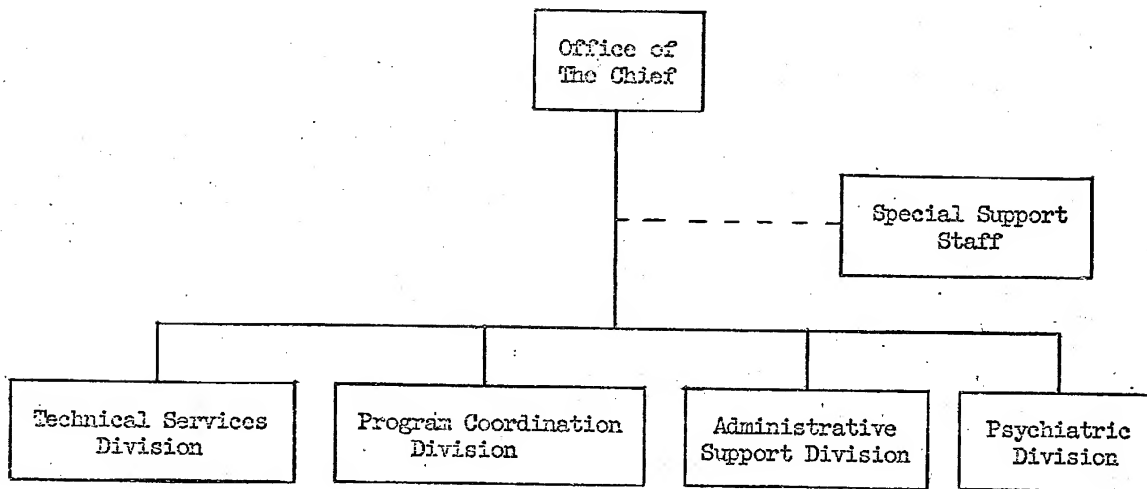
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION: AB

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MEDICAL OFFICE



15 September 1954

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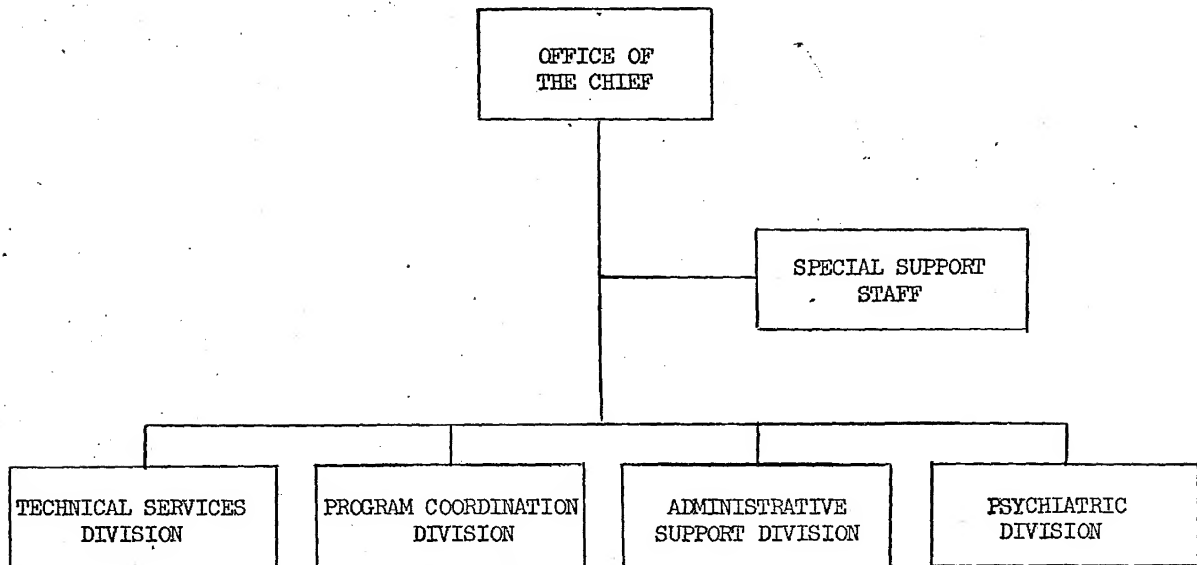
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HS/HC-147

From Comptroller's FY 1956 budget records
(September 1954), Secret

S-E-C-R-E-T

MEDICAL STAFF



From Comptroller's FY 1958 budget records (September 1956), Secret

MED-1

30 September 1956
30 September 1955

S-E-C-R-E-T

HS/HC-147

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REGULATION

SECRET

ORGANIZATION
17 February 1956

25X1A

MEDICAL STAFF

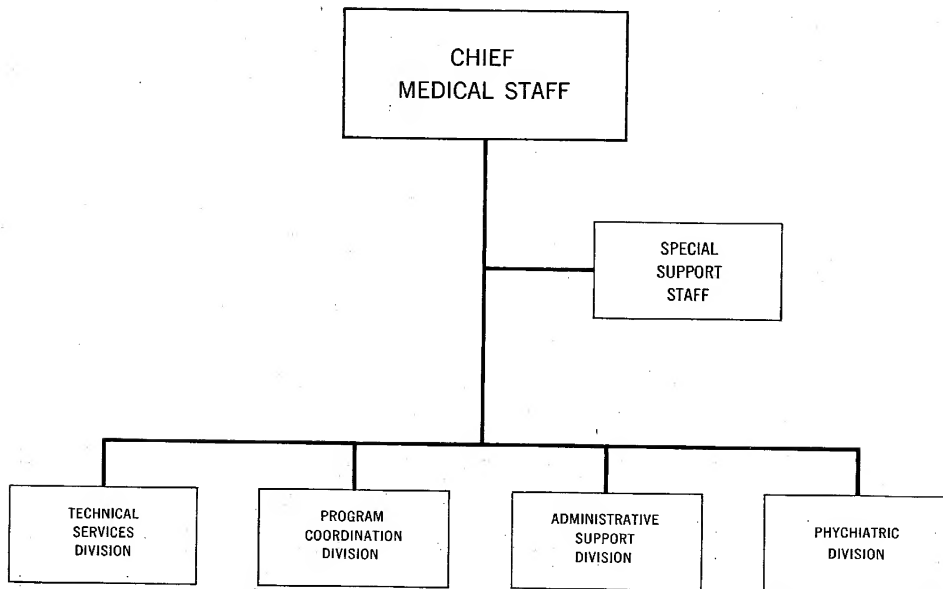


Figure 3

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REGULATION

ORGANIZATION
17 February 1956

25X1A

MANAGEMENT STAFF**5. CHIEF, MANAGEMENT STAFF****a. MISSION**

The Chief, Management Staff is responsible for administering the Agency's Management Program, developing and recommending plans, programs, policies, and procedures designed to improve management and efficiency throughout the Agency; and for rendering appropriate support and advice related thereto.

b. FUNCTIONS

The Chief, Management Staff shall:

- (1) Develop and recommend plans, programs, policies, and procedures for, and exercise leadership and initiative in improving management throughout the Agency; continually review Agency progress in management improvement; and assist all elements of the Agency in planning, developing, and installing improved management practices.
- (2) Conduct studies of organization, functions, systems, and methods, and recommend improvements resulting therefrom.
- (3) Review and coordinate proposals for Tables of Organization and personnel ceiling changes; conduct work measurement, manpower distribution, and manpower utilization surveys; and develop recommendations as to numbers and types of positions and manpower required.
- (4) Conduct research on management techniques and develop and disseminate information throughout the Agency for the purpose of improving management practices and efficiency.
- (5) Provide management consulting service to all elements of CIA and arrange for the utilization of outside management consultants where feasible.
- (6) Review requisitions for and applications of office business machines and equipment, and conduct research and disseminate information related thereto.
- (7) Administer the Agency Records Management and Vital Materials Programs, and the Agency regulatory system.
- (8) Administer the Agency incentive awards program.

c. SECURITY

In the exercise of the functions specified above the Chief, Management Staff shall recognize security as a basic consideration in all actions and recommendations. Procedures for studies and reviews shall be as mutually arranged between the Chief, Management Staff and officials of the Agency components involved. In particular, the Chief, Management Staff will defer to the security requirements in covert offices. However, in the event that the Deputy Director (Plans) should finally nonconcur in a proposed action affecting a covert office, which the Chief, Management Staff considers basically essential, the Director will be consulted.

d. ORGANIZATION

See organization chart, figure 2.

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REGULATION

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ORGANIZATION
Revised 2 January 1958

MEDICAL STAFF

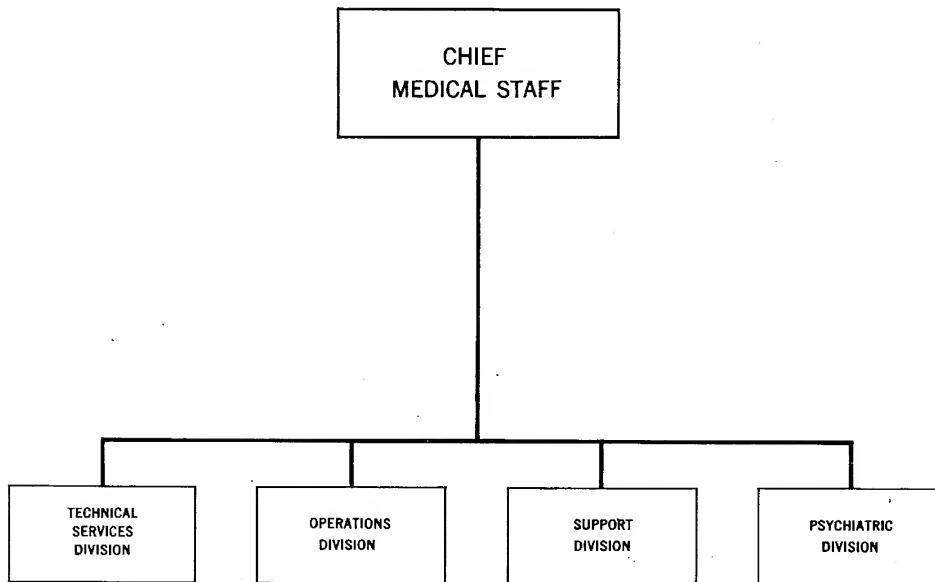


Figure 3

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REGULATION

ORGANIZATION
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